



FIRST MESA ELEMENTARY SCHOOL
REGULAR GOVERNING BOARD MEETING
November 7, 2018
Room #412

I. **Call to order**

Meeting called to order at 6:01 PM by Priscilla Pavatea, Governing Board President.

II. **Roll Call**

Present: Priscilla Pavatea, Judy Talawyma, Romalita Laban & Keesha Talayumtewa.
Anthony Dukepoo arrived at 6:08 PM.

Quorum present.

Staff present: Alma Sinquah, Alvanessa Waters, Shawn Tootsie & Roderick Poneoma.

III. **Approval of agenda**

Under V Approval of Minutes add:

C. 10.10.18 – Regular Board Meeting

Under VIII Personnel change under “A”:

- i. Business Manager Job Description - Table

Motion:

Judy Talawyma motions to approve the agenda with the additions.

Keesha Talayumtewa seconds the motion.

Vote: 3 Approved 0 Abstained 0 Opposed – President not voting.

Motion carries.

IV. **Call to Public**

No documents to “call to public”.

V. **Approval of Minutes**

A. 09.05.18 Regular Board Meeting

B. 09.13.18 Special Board Meeting

C. 10.10.18 Regular Board Meeting

Governing Board read and reviewed the board minutes.

Motion:

Judy Talawyma motioned to approve September 5, 2018 Regular Governing board minutes with corrections.

Romalita Laban seconds the motion.

Vote: 3 Approved 0 Abstained 0 Opposed – President not voting.

Motion carries.

Motion:

Judy Talawyma motioned to approve September 13, 2018 Special Governing board minutes as is.
Keesha Talayumtewa seconds the motion.

Vote: 3 Approved 0 Abstained 0 Opposed – President not voting.

Motion carries.

Motion:

Romalita Laban motioned to approve October 10, 2018 Regular Governing board minutes with corrections.

Judy Talawyma seconds the motion.

Vote: 4 Approved 0 Abstained 0 Opposed – President not voting.

Motion carries.

VI. Reports

A. CSA-Monthly Written Report

Ms. Alma Siquah presented her monthly report for October 2018. **Education:** First quarter ended on October 12, 2018 and Parent/Teacher conferences were held on October 24-25, 2018. NWEA results filled the half-day staff In-Service. TED Grant individuals met with FMES staff, students, parents, Administration and School Board members. Title VI student information was based on the 2017-2018 Arizona Merit, reported and submitted on October 25, 2018 as required. Marilyn Lomahaftewa prepared the SF 425 report and submitted it to Marlinda Silversmith on October 29, 2018; Students with good behavior and attendance traveled to Mortimer Farms Pumpkin Patch in Dewey, AZ, the first incentive school wide field-trip. On October 20, 2018, Student Council Members and their sponsors came in to clean the concession area, library and lounge. **Transportation:** Transportation count week was held during September 24-28. Special thanks go out to Marlinda Silversmith, Oliver Manygoats and Rod Poneoma. **Quarters & Facility:** The IQMIS class on quarters was helpful, recommendation to implement ASAP. **Parents In Education (PIE):** Prior and newly elected P.I.E Officers collaborated during an evening dinner meeting on Monday, October 29, 2018. The meeting was to go over transitions of notes, funds, etc. A new budget is forthcoming. **Personnel:** The newly hired Receptionist did not report to work on Monday, October 29, 2018. The Registrar along with the Administration staff is sharing the duties of the Receptionist and the Business Manager. FMES passed the background check audits without any citations on October 10, 2018. Ms. Siquah and Ms. Waters worked together on the background checks while Ms. Waters took the challenge and completed the files, necessary papers and did an excellent job on her first audit. **Finance:** Many working hours are required to make back payments and searching for supporting documents for payments. A system is in place now which all items must obtain signatures as required. **School Board:** Various members are attending the meeting with the Hopi Tribe, HBE and the consultant for Ordinance 36. **Kitchen:** milk cooler went out, it is recommended to purchase a new cooler instead of leasing, to purchase is more beneficial.

i. **Housing Maintenance-Mr. Tootsie:**

Maintenance: Propane readings currently are as follows: October North tank at 45% and the South tank at 49%, boiler is in use. Water was used at 25,000 gallons. **BIE Safety Inspection:** Inspection report in Maximo (S&CAP) contained 54 items which is attached for your reference. BIE/BIA maintenance needs to complete repairs. **Projects: 10.19.18** Kendrick Mahle on site, selected a site for Water Treatment Plant. TREMCO: received confirmation from Mohave on project purchase order. Price quote changed which increased, Seal and Repair Perimeter Masonry wall, funds have been awarded to FMES. TRANE: Serviced all roof top units, received price quote on repairs. FMES will use Mohave contractor listing for gym lighting project. **Housing:** FMES had outstanding balances with Ferrellgas and IKARD, due to no Business Manager, a notice was sent out on 10.25.18 to all tenants to set up accounts with propane vendor of their choice. Automatic payroll deductions is no longer available, tenants will now be responsible for managing their own propane accounts. Unit #237.2: tenants moved out, 11.16.18 is the projected completed date to clean and make available for another tenant. Unit #234 tenants moved out, projected date to have available will take longer as there are huge holes in the wall, need patch work and new paint.

ii. **Transportation-Mr. Poneoma**

October 2018 Summary Report: 3 (three) school buses are in use, due to three new student enrollees, bus route changed. There were two field trips made in October; 1) Mortimer Farms in Dewey, AZ 2) Gold Enrichment class traveled to Steamboat, AZ. All bus drivers attended a training conference and workshop: 1) a bus driver conference held in Kayenta, AZ., the

conference was very informative, provided great refresher information and the updated credentials required for all bus drivers was something new and helpful. 2) The bus drivers attended a workshop on preventative maintenance and troubleshooting for wheelchair lifts. 3) Transportation manager attended a DPS training reviewing all required DPS forms, new required changes for bus drivers including fingerprint clearance cards are a few items that were discussed. Overall, all information was helpful to ensure bus drivers of FMES are in compliance with the new rules and regulations required by DPS. During the National School Bus Safety week, videos were shown to all students going over bus safety rules and bullying on the bus. At the end of the videos, all staff and students participated in a bus evacuation drill.

VII. New Business

A. Waiver of Conflict

In reference to Second Mesa Day School providing electronic fingerprinting services for First Mesa Elementary School, SMDS requested a "Waiver of Conflict" be written up by the law firm of Hufford, Horstman, Mongini, Parnell & Tucker.

Motion:

Judy Talawyma motions to accept the Waiver of Conflict requested by SMDS.

Anthony Dukepoo seconds the motion.

Vote: 4 Approved 0 Abstained 0 Opposed –President not voting.

Motion carries.

VIII. Personnel

Executive Session

Motion:

Anthony Dukepoo motioned to go into executive session at 7:00 PM.

Judy Talawyma seconds the motion.

Vote: 4 Approved 0 Abstained 0 Opposed –President not voting.

Motion carries.

Motion:

Anthony Dukepoo motions to exit Executive Session at 7:49 PM

Judy Talawyma seconds the motion.

Vote: 4 Approved 0 Abstained 0 Opposed –President not voting.

Motion carries.

A. Discussion & Possible Action on the following:

i. Business Manager Job Description – Table

Approval to table this item was approved under "III. Approval of Agenda"

ii. Emergency Full-Time Temporary Position: Business Office Division

Motion:

Anthony Dukepoo motioned to hire Full-Time Temporary Business Department Helper not to exceed 60 days. The Board also recommended to set up an interview for the applicant that applied for the Business Manager position.

Keesha Talayumptewa seconds the motion.

Vote: 4 Approved 0 Abstained 0 Opposed –President not voting.

IX. Announcement

- a. 11.12.18 No School Veterans Day
- b. 11.22-23.18 No School Thanksgiving Break

X. Adjournment

Motion:

Judy Talawyma motions to adjourn at 7.59 P.M.

Anthony Dukepoo seconds the motion.

Vote: 4 Approved 0 Abstained 0 Opposed – President not voting.

Motion carries.

Prepared by Alvanessa Waters, Board Secretary



Approved minutes: Special Governing Board Meeting: **01.09.2019**

Motion: Romalita Laban motioned to approve with corrections.

Date: 01.09.2019

Second by: Keesha Talayumtewa.

Vote: 3 Approved 0 Abstained 0 Opposed - President not voting. Motion carried.

Governing Board President Signature: _____

